



## South Area Fire Emergency Response OFFICAL MEETING AGENDA OF THE FIRE COMMISSION

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This regular meeting of the SAFER Fire Commission, composed of five (5) members, will convene at SAFER Station #2, 5303 Mesker St., Weston, WI 54476 on **Wednesday, June 29, 2016 at 5:00 P.M.**, to consider the following matters:

**A. Opening of Session.**

1. Meeting called to order by President Kimlicka at 5:00 P.M.
2. Pledge of Allegiance to the Flag.
3. Clerk will take attendance and roll call.
4. Request for silencing of cellphones and other electronic devices.

**B. Correspondence/Comments from the public.**

5. Comments from the public on issues, or matters which the SAFER Fire Commission has oversight over.

**C. Consent Items.**

6. Approval of minutes from SAFER Commission meeting of 2/9/16 and 5/25/16.

**D. Business Items**

7. Discussion and action on non-active membership.
8. Discussion on Administrative Assistant.
9. Discussion on future staffing model.

**D. Staff Reports**

10. Report from the Fire Chief
11. Report from Administrators

**E. Remarks from the SAFER Fire Commission to set the next meeting date, as well as discuss items for the Next meeting agenda.** (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item):

**F. Adjourn**

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This notice was posted at the Rib Mountain and Weston Municipal Centers, and on the Village of Weston's website at [www.westonwi.gov](http://www.westonwi.gov), and was emailed to local media outlets (Print, TV, and Radio) on 6/28/16 @ 4:00 p.m. A quorum of members from other SAFER District, Town of Rib Mountain, and Village of Weston governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions will be taken by any other board, commission, or committee of SAFER / Town / Village, aside from the SAFER Board of Directors. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for public meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Rib Mountain Municipal Center at 715-842-0983, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



**OFFICIAL MEETING MINUTES  
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT  
Fire Commission Regular Meeting  
Tuesday, February 9, 2016 @ 7:00 P.M.**

**A. Call to Order**

Don Kimlicka, SAFER President, called the regular meeting of the South Area Fire and Emergency Response District Fire Commission to order at 7:23 PM.

MEMBERS PRESENT – Don Kimlicka, Jean Jackan, Harlan Hebbe and James Campbell. Jim Coscio was absent. Chief Savage, DC Finke were also present. No audience members.

**B. Correspondence/Comments from the public on issues related to the SAFER District**

None

**C. Consent Items**

Approval of prior meeting minutes of 1/12/16

***Jackan/Hebbe to approve prior meeting minutes of 1/12/16.*** Motion carries unanimously.

**D. Business Items**

1. IFT EMT-P/RN approval discussion and possible action

All IFT candidates were interviewed and all were recommended to the Commission for hire.

There was a brief discussion on how many call hours and the schedules. All are well suited for these functions. ***Hebbe/Jackan to hire all 4 candidates; Dean Goulet, Tyler Johnson, Amanda Konkol and April Thums to start at the next pay period in February with a probationary period of one year.*** Motion carries unanimously.

2. EMS Division Chief discussion and possible action

SAFER Commission will take the recommendation of the interview and Chief/Deputy Chief.

Members of the Commission may sit in on the interview scheduled for February 15, 2016.

Recommendation to the SAFER Commission will tentatively take place on February 23, 2016.

***Campbell/Hebbe to approve the recommendation of the hiring committee and not interview the EMS Division Chief separately.*** Motion carries unanimously.

3. SAFER Charter update discussion and possible action

Specifically discussed the SAFER Commission language. No action taken.

**E. Staff Reports**

1. Report from the Fire Chief

Chief Savage will be out of town February 19 thru March 3 on a family vacation. Deputy Chief Finke will be in charge/command of the SAFER District. Chief Savage asked about the status of everyone on the Commission having access to SAFER District email. Everyone present was able to access email after some work with IT. Chairman Kimlicka was going to check with Mr. Coscio.

2. Report from Administrators  
None

**F. Remarks from the SAFER Fire Commission to set the next meeting date, as well as discuss items for the next meeting agenda.** (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item): Discussion on starting the Commission meeting at 6:00 p.m. and then the Board of Directors at 7:00 p.m. due to generally more information included in Board meetings. This would alleviate the SAFER Commission starting late. Chief Savage will check to make sure meeting times work with SAFER Board and Commission. Next meeting date scheduled for February 23, 2016 at 6:00 p.m. at Rib Mountain Municipal center.

**G. Adjourn**

*Campbell/Jackan to adjourn at 7:52 p.m.* Motion carries unanimously.



**OFFICIAL MEETING MINUTES  
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT  
Fire Commission Regular Meeting  
Wednesday, May 25, 2016 @ 5:30 P.M.**

**A. Call to Order**

Don Kimlicka, SAFER President, called the regular meeting of the South Area Fire and Emergency Response District Fire Commission to order at 5:30 PM.

MEMBERS PRESENT – Don Kimlicka, Jean Jackan, Harlan Hebbe, Jim Coscio and Jim Campbell. Chief Savage and Deputy Chief Finke were also present. No audience members were present.

**B. Correspondence/Comments from the public on issues related to the SAFER District**

None

**C. Consent Items**

1. Approval of minutes from SAFER Commission meeting of 3/23/16  
*Hebbe/Jackan to approve prior meeting minutes of 3/23/16. Motion carries unanimously.*

**D. Business Items**

1. Convene into closed session pursuant to Wis. Stat. 19.85(1)(c) to consider employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Jackan/Hebbe to convene into closed session at 5:33 p.m. Roll call vote: All were in favor. Motion carries unanimously.*
2. Reconvene into open session  
*Campbell/Jackan to reconvene into open session at 6 p.m. Roll call vote: All were in favor.*
3. Discussion and possible action on closed session matter  
Commission is comfortable with leaving any decision regarding the personnel matter discussed up to the Chief and Deputy Chief.
4. New candidate members  
DC Finke reviewed 4 candidate's qualifications. He stated 3 seem to be a good fit. *Hebbe/Coscio to approve the three candidates DC Finke discussed.*

**E. Staff Reports**

1. Report from Fire Chief  
Chief Savage reported on the open house that was held May 15. He also reported the Charter is close to completion.
2. Report from Administrators  
None

**F. Remarks from the SAFER Fire Commission to set the next meeting date, as well as discuss Items for the next meeting agenda.** (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item): Next meeting date June 29 at 5:00 at station 2.

**G. Adjourn**

*Campbell/Hebbe to adjourn at 6:19 p.m.* Motion carries unanimously.

**SOUTH AREA FIRE & EMS RESPONSE DISTRICT  
OFFICE MANAGER / ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION**

**GENERAL PURPOSE:**

Provides office support for the day-to-day operations of the District. This includes administrative, human resources, financial and clerical duties. Serve as the recording Clerk for all District meetings.

**SUPERVISOR:**

Position reports to the Fire Chief and in their absence to the Deputy Fire Chief.

**ESSENTIAL DUTIES:**

- Serve as the first point of contact with the public via visitors and/or phone.
- Handle mailings and other correspondence received by the District.
- Process accounts payable and receivable including account numbers to revenues and expenses
- Process payroll including all benefits.
- Assists in the preparation of District budget and expenses.
- Transcribe meeting proceedings for District meetings.
- Responsible for meeting notification and proper public postings.
- Process reports as requested by the Chiefs. This would include data reports and written reports.
- Handle new employee processing and orientation.
- Maintain records for SAFER and able to respond to open records requests.
- Maintain SAFER's website information and social media materials.
- Draft and submit public information to be used by District members (i.e. newsletter, reports).
- Reconcile monthly bank statements, District credit cards and fuel statements.
- Work on year-end financials and complete necessary tasks associated with the annual audit.

**KNOWLEDGE AND SKILLS REQUIRED:**

- Strong communication skills both written and oral.
- Excellent computer skills including accounting software, Microsoft Office and standard office equipment (telephone and fax). Ability to learn specialized software exclusive to Fire/EMS departments.
- Knowledge and understanding of accounting terms.
- Accurate note taking a must.
- Ability to work with the public and other District contacts.
- Capable to handle deadlines and fast-past work environment.
- Proper customer service skills needed.

**OTHER JOB FUNCTIONS:**

Performs other tasks as assigned by the Fire Chief and Deputy Fire Chief.

**MINIMUM QUALIFICATIONS:**

Minimum Associate Degree in Accounting or equivalent experience, Governmental accounting and Bachelor's degree highly desirable. Experience working in Fire/EMS is beneficial but not required. Wisconsin EMS license at any level is also desirable but not required.

**TOOLS AND EQUIPMENT USED:**

Personal computer, telephone, fax machine, calculator, copy machine.

**WORK ENVIRONMENT:**

Work is performed primarily in an office environment while sitting at a desk for extended periods of time. However, some travel to a variety of locations to perform work and/or attend evening meetings is required. Physical exertion may be required to lift office supplies, move equipment, etc.

FLSA Classification: Hourly – Wage of \$19.47 to \$23.72 per hour. Health insurance and retirement package.

DRAFT